

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service  
Rockville, Maryland 20857

Refer to: OAM/DAS

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INDIAN HEALTH SERVICE CIRCULAR NO. 92-6

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INDIAN HEALTH SERVICE HEADQUARTERS CONFERENCE ROOMS

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1. PURPOSE: This circular establishes the policies, procedures, and responsibilities governing the use and operation of the Indian Health Service (IHS) Headquarters conference rooms located within the Parklawn Building and all outbound building locations.
2. POLICY: These conference rooms may be used for both official and non-official purposes as further stipulated in this circular. The requests for official use take precedence at all times over those for non-official use. The following conference room locations are exempt from this policy: suite 6-05, Office of the Director; suite 4B-44 Division of Personnel Management; suite 6A-05, Office of Tribal Activities:
3. RESPONSIBILITIES: The Director, Division of Administrative Services (DAS) is responsible for ensuring compliance with this circular in addition to the management and utilization of the conference rooms. The DAS monitors and assigns these rooms as requested by IHS staff.
4. CRITERIA FOR USE OF CONFERENCE ROOMS:
  - ii. Official Use: Conference rooms are available for official purposes such as staff meetings, advisory committee meetings, job-related training, etc.
  8. Non-Official Use: Conference rooms are available for non-official purposes such as meetings of recognized Federal employee groups, i.e., union, IHS Employees Association, etc. Based upon availability conference rooms may be used for private functions such as farewell gatherings, etc.

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In all cases, conference rooms for official use take priority over non-official use.

- C. Conference Rooms May Not be Assigned For: Meetings or performances sponsored or conducted by any organization or individual practicing or advocating discrimination based upon race, creed, color, sex, religion, or national origin.

Meetings or activities sponsored or conducted by or for commercial enterprises for profit-making purposes through the direct sale of articles, charging or admission fee or the making of an indirect assessment for admission, or the taking of a collection.

5. PROCEDURES: Rooms may not be used without obtaining prior approval from the DAS.

- A. The following information must be provided in writing when requesting a conference room:

- (1) Date of request.
- (2) Date and time of requested conference room use.
- (3) Purpose of Meeting and/or title of meeting to be used on conference schedule calendar.
- (4) Complete title of requesting office.
- (5) Name and telephone number of requestor (person to be contacted concerning the reservation).
- (6) The number of persons expected to attend.

- B. CONFIRMATION: Requests, which are granted for "official" purposes, will be confirmed by telephone at the time the reservation is received.

- C. CANCELLATIONS: The requestor is responsible for cancelling a reservation as soon as it is determined that the room will not be needed. The requestor must telephone DAS to release the room.

- D. SERVICES AND EQUIPMENT: Rooms are permanently set-up to provide maximum service to all users and should not be rearranged without the permission of DAS. The rooms will contain tables, chairs, and flipchart stands. In addition, the following service can be requested:


- (1) Audio-Visual Equipment: The DAS requires at least 48 hours to be able to make arrangements for the delivery and set-up of audio-visual equipment.
- (2) If a conference room must be rearranged, the requesting office is responsible to set-up the room to meet their specific need, but they must reconfigure the room to its original layout.

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6. SCHEDULE: A conference schedule will be posted at least weekly on the room door. The DAS will maintain a record of conference room use for the current fiscal year and prior fiscal year.
7. FOOD AND BEVERAGES: Food and beverages are permitted in conference rooms during scheduled meetings. However, it is the sole responsibility of the requester/meeting sponsor to dispose of all trash and clean up any spillage when the meeting is completed.

  
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